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**From:** Nassif, Julianne (DPH)  
**Sent:** Monday, November 22, 2010 4:06 PM  
**To:** Salemi, Charles (DPH); O'Brien, Elisabeth (DPH); Hanchett, James (DPH); Servizio, Paul (DPH); Jenner, Jennifer (DPH); Clemmer, Jill (DPH); Rubin, Alan (DPH); Jacobsen, Patricia (DPH)  
**Subject:** days off around the 12/25 and 1/1 holidays

Please see the excerpt below from last week's TGIF newsletter regarding coverage for 12/24 and 12/31. Please ensure that we have staff on the Fridays preceding and the Mondays following the holidays. If there are unavoidable challenges (i.e., court appearances) that may make this difficult, please let me know ASAP.

Thanks, Julie

## **Celebrating the Upcoming Holidays**

There have been a number of inquiries regarding December 25th and January 1st. To help you to plan your time off, here is information on these holidays:

In accordance with the provisions of Chapter 4, Section 7, Clause Eighteen – Legal holidays that fall on a Saturday shall be observed on that day. All offices under the jurisdiction of any department of state government shall be open to the public for business on the Friday preceding any Saturday holiday. As many employees as possible should be given the preceding Friday or following Monday of that Saturday holiday off.

However, employees who work both the preceding Friday and following Monday may earn a compensatory day to be taken at a time approved by the agency head within 60 days of the Saturday Holiday. Employees choosing to work both days may do so with prior approval of their manager

*Julianne Nassif*

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